# Principal Analyst, Insights

The Insights Group helps decision makers and advisors across the social sector by making insights, analysis and research about what works for better lives accessible, timely and relevant. We’re a new multi-disciplinary team with expertise across strategy, policy advice, analysis, research, and/or evaluation.

We produce advice that has:

* Breadth – it understands how issues are connected and can position them within a broader context
* Depth – it is pragmatically grounded in evidence
* Reach – it shows how a set of circumstances or a decision will develop over time

The purpose of the position is to apply an evidence based and data-driven approach to developing insights to inform social policy and service delivery.

**Team & Location:** Insights Team, Wellington

**Reporting to:** Director, Insights

**Delegations:** Nil

### What we do matters – our purpose

***Investing in what works for better lives***

A singular focus on what works to improve decision making and create positive change.

### How we do things around here – our values

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| **Tangata**We’re about peopleC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 10 - Family Image Tangata.pngPeople will do better, sooner and for longer, when the social system works in partnership, acting on better evidence to develop and deliver services. | **Manawa Māui**We are a catalyst for changeC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 11 - Lighting Bolt Manawa Maui.pngWe challenge the status quo constructively and seek better ways of doing things. We help create change to improve lives through different approaches. | **Taunakitanga**We influence through evidenceC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 14 - Whiteboard Image Taunakitanga.pngWe use evidence to influence positive change for New Zealanders. | **Puaretanga**We’re transparent by natureC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 13 - Beehive Puaretanga.pngWe will share what we’re doing, how we’re doing it, and what we learn. |

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| What you will do to contribute | As a result we will see |
| Delivery management* Conduct and/or commission quality analytical or research and evaluation work to support SIA’s objectives and social sector and government priorities.
* Produce coherent and well thought through advice to inform and influence decision makers
* Commission from and work with the Analytics team on data-driven research and insights.
* Derive actionable insights from analytics produced by Analytics team.
* Translate complex information into a form that is readily understood by non-technical clients.
* Provide information, advice and support that helps the social system to improve social wellbeing outcomes.
* In collaboration with the rest of the Insights group, make a case for change based on analytical results, research and evaluation findings.
* Maintain up to date expert professional knowledge and experience.
* Actively manages and plan own work programme
* Lead and manage project work with minimal oversight.
* Take account of the perspectives and circumstances of Māori.
* Contribute to the development of other team members.
 | * All work is completed to a high standard and supports SIA objectives and government priorities.
* Technical work is critically assessed for best approach and outcomes.
* Well-articulated, sound insights provided to non-technical audiences to enable good decision making.
* Insights create a strong case for change.
* High quality insights on complex issues without the need for guidance from others.
* Own work programme is successfully developed and delivered.
* Coordinated input from team members and other contributors.
* Knowledge and information is easily available to the team.
* High quality advice that is respected by our peers and decision makers
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| Internal best practice & support* Ensure that SIA’s own work follows best practice and that our work is suitably evaluated
* Carry out research, advice or analysis that informs the SIA products and contributes towards the Agency’s strategic business plans/outcomes.
 | * Our work is high quality and robust – we practice the same high standards we aim to promote in the social sector
* Work helps inform SIA products and contributes to SIA’s business outcomes.
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| Stakeholder Management* Build and maintain effective relationships/partnerships with key stakeholders in the policy, research, evaluation and / or analytics communities.
* Work across the social sector in order to co-ordinate and facilitate strong engagement with the Social Investment Agency.
* Work with other agencies on developing and communicating insights.
* Represent the Agency externally at significant interagency and other external meetings.
 | * Stakeholders are well informed and linked into key priorities for the Agency.
* We have strong connections with the policy, research , evaluation and analytics communities
* Across government agencies and the wider social sector there is a sense of being ‘joined up’.

The social sector is engaged with the work of SIA. |
| Risk Management* Actively identify and manage organisational and operational risks.
* Ensure that analysis, data and information supplied is accurate and verified.
 | * Role level risks are identified and managed appropriately.
* Independent assurance that SIA is operating and accounting for performance in an appropriate and transparent manner.
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| Health & Safety* Take responsibility for meeting the SIA’s obligations in workplace health and safety.
 | Observing the SIA’s Health & Safety procedures* Participating in health and safety initiatives and training where appropriate
* Providing suggestions for improvement of health and safety
* Reporting incidents and hazards promptly
* Know what to do in the event of an emergency.
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| Who you will work with to get the job done | Advise | Collaborate with | Influence | Inform | Manage/ Lead | Deliver to |
| Internal | Chief Executive and SIA Leadership Team |  |  |  | **✓** |  | **✓** |
| Chief Science Adviser |  |  |  | **✓** |  | **✓** |
| Analytics Team | **✓** | **✓** |  | **✓** |  | **✓** |
| All other people employed/engaged in the Social Investment Agency | **✓** | **✓** |  | **✓** | **✓** | **✓** |
| External | Social Sector Government agencies  |  | **✓** |  | **✓** |  | **✓** |
| Ministers | **✓** |  |  |  |  | **✓** |
| Non-governmental organisations and private sector providers of front-line social services, analytics, data, policy advice, insights and research |  | **✓** | **✓** |  |  | **✓** |
| Academics & research organisations. |  | **✓** | **✓** |  |  |  |

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| What you will bring specifically |
| **Experience & Knowledge*** Knowledge and experience of working in a research and evaluation setting with a sound knowledge of evaluation methodologies and their applications and / or experience at a senior level providing policy development advice, strategic thinking or insights.
* Ability to provide high quality, balanced and pragmatic analysis and advice on a range of specialist issues.
* Ability to persuade, influence and engage with a wide range of government, sector and academic stakeholders.
* Excellent communication skills across a range of communication modes and an ability to tailor messages appropriately to the audience.
* Confidence in working with numbers
* Experience translating technical or analytical information and working with data specialists and / or researchers.
* Experience leading project teams on research, analytical, evaluation, or policy assignments
* Knowledge of machinery of government, including the public policy process.
* Knowledge of one or more areas of social policy an advantage but we welcome candidates with expertise in other areas and a strong interest in the social sector.
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| **Characteristics*** Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
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| **Capabilities*** Implements strategy - aligns their work with strategic objectives and SIA’s vision.
* Communicates clearly - tailors messages so that they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance - suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships - contributes to their team and works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships - interacts effectively with customers and other external stakeholders.
* Inclusive - Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness - displays an understanding of the essentials of how the government and public sector work; and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities - plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others - shares own experiences and knowledge and demonstrate and teach specific technical skills to other staff.
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| **Other requirements*** Relevant tertiary qualification or equivalent experience.
* Willing to take on responsibilities (within limits) outside the prescribed position description.
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